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PROPOSED PROGRAMME AND BUDGET FOR 1999

Note by the Secretariat

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I. THE TRANSITION FROM THE INTERIM TO THE PERMANENT SECRETARIAT

1. In the transition from interim to permanent status, the nature of the work of the Secretariat is expected to experience a significant change: its main function has up to now been to support the intergovernmental negotiating process; henceforth, it will need to provide substantive support to the developing work programme of the Conference of the Parties (COP) and of its subsidiary bodies. The Secretariat will further be required to assist developing country Parties, on request, particularly those in Africa, in the preparation of their national, subregional and regional communications; to analyze, collate and present those communications so as to facilitate their consideration by the COP; to facilitate the consultative and coordination processes as set out in the relevant regional implementation annexes; to ensure coordination with the secretariats of other relevant bodies; and to assist in promoting public awareness of the Convention to Combat Desertification (CCD).

II. THE BUDGET CONTEXT

2. A considerable part of the work of the Secretariat, as described in the above paragraph, will be essentially country-driven, as foreseen in the Convention. It is, therefore, not possible to forecast in detail in 1997 the specific requests for assistance which will be made to the Secretariat for action in 1999. It is, however, reasonable to assume that the focus of the consultative and coordination processes might gradually shift from awareness raising to capacity building and, furthermore, that increasing emphasis will be placed on preparing, evaluating and reporting on the implementation process.

3. The difficulty in anticipating two years in advance the demands to be placed upon the Secretariat is likely to become a normal feature of the CCD budgetary process. It does, however, condition the content and presentation of the programme and budget, since a distinction arises between:

(a) those resources required to service the COP and its subsidiary bodies and to maintain - in terms of staff and their direct supporting costs - a minimum capacity for planning, programming and evaluating support provided to affected country Parties on request; and

(b) those resources required for specific support requested by affected country Parties.

4. Activities under (a) above would be funded from the "core" CCD budget; these activities and the related budget would be fairly predictable and require limited flexibility. Activities under (b) above would be funded by the Special Fund and, especially, by the Supplementary Fund envisaged in the proposed financial rules; the use of funds under this heading should provide for maximum flexibility, so as to allow for changes to be made in ongoing management reviews of these activities.

5. The proposed programme structure does not include estimated expenditures for the operating expenses of the Global Mechanism, which will be placed in a separate section of the core budget once the COP has decided on the modalities of the Global Mechanism. Otherwise, the programme structure reflects that proposed in document A/AC.241/65 as follows:

(a) Policy making organs
(b) Executive direction and management
(c) Substantive support to the COP and its subsidiary bodies
(d) Facilitation of implementation and coordination
(e) External relations
(f) Administration and systems support

6. It is suggested that the above six programmes constitute the "main appropriation lines" in terms of rule 6 of the proposed financial rules, within each of which the head of the Secretariat may make transfers between objects of expenditure. Transfers between such lines would be subject, in terms of rule 6, "to limits which the Conference of the Parties may set as appropriate." It is suggested that the head of the Secretariat be authorized, under that rule,

to make transfers between lines up to an aggregate limit of 15 per cent of the core budget, while not reducing any line by more than 25 per cent.

7. Programme texts and budget estimates for 1999 for each of the above programmes are provided hereunder. Each programme is headed by a summary table showing proposed expenditure, by object, for both the core budget and other voluntary funds. Total projected overall expenditure figures and income lines (without figures) are in a table at Annex I. As can be seen, there is still at this stage some uncertainty, not only as regards the use of the Supplementary and Special Funds, but also as concerns the core budget both in respect of expenditure (level of the working capital reserve and level of overhead payments to the United Nations) and in respect of income (contributions from the host Government and use, by the United Nations, of overhead payments to fund some posts in the Secretariat). It is therefore not yet possible to predict the final resulting net figure, which will be the basis for contributions from Parties. The number of posts proposed for each programme is listed in the text for that programme; an overall proposed staffing table is at Annex II. A summary table showing the distribution by object of expenditure of the proposed total costs is at Annex III. Finally, the proposed organization chart of the Permanent Secretariat in 1999 is at Annex IV.

8. The financial data in this document reflect standard costs in Geneva, as provided by the United Nations, and based inter alia on the United Nations assumed rate of exchange of 1.29 CHF per 1 USD. This rate will be adjusted, as and if required, in revised estimates to be submitted to the COP at its second session. It is further assumed that any cost differentials resulting from decisions by the COP on the location of the Secretariat will be considered separately under the relevant sub-item of the agenda of COP 1 and will be incorporated into the budget once a decision is taken on this issue. It should be recalled, in this regard, that an oral request had been made to the Secretariat, at the tenth session of the Intergovernmental Negotiating Committee for Desertification (INCD), to estimate the impact on the proposed budget of the relocation of the Secretariat to each of three possible permanent locations. This however has not been possible since there has not yet been developed a methodology to provide exactly comparable staffing costs and because some of the facilities contained in the respective offers cannot be translated into precise financial figures.

III. THE PROGRAMME AND BUDGET FOR 1999

A. *POLICY MAKING ORGANS*

(Legislative basis: CCD articles 22 and 24)

Summary of requirements for the programme
(USD '000)

Object of expenditure	*Core budget*	*Special Fund*	*Total*
Temporary assistance for meetings	*16.0*	-	*16.0*
Overtime for UN conference staff	*5.0*	-	*5.0*
Travel of representatives from Parties	-	*550.0*	*550.0*
UN meeting services (comprising translation, interpretation, meeting and documents services)	*937.8*	-	*937.8*
Hospitality	*10.0*	-	*10.0*
General operating expenses	*30.0*	-	*30.0*
Total	**998.8**	**550.0**	**1,548.8**

(1) Programme of work

9. The proposed programme of work for the second and third sessions of the COP is on the draft provisional agenda of first session of the Conference of the Parties (COP 1), and consequently is not yet established. It is, however, reasonable to assume that the programme of work will include the standing items enumerated in paragraph 6 of document A/AC.241/46, and at least some of the specific items listed in paragraph 7 of that document. In essence, it is assumed that, over the biennium, COP will take up a mix of "standing" and "selected" items and, in particular, the progress made in the implementation of the Convention; the reports of the Committee on Science and Technology and of the Global Mechanism; the review of the financing of Convention implementation by multilateral agencies and institutions; conciliation procedures derived from Article 28, paragraph 6 of the Convention, and procedures and mechanisms to resolve questions on implementation in accordance with Article 27; and the financial performance of the COP and its Secretariat. The review of the implementation of the Convention could start to be taken up by COP 2 on the basis of oral statements; COP 2 would also need to consider the financial performance of the Convention and, in this connection, to approve revised budget estimates for 1999 which would take into account inter alia, the move of the Secretariat to its new physical location. At its third session, COP would review the implementation of the Convention in Africa, based on communications from Parties, in accordance with the procedures recommended to the COP in INCD decision 9/9. Furthermore, as provided by article 21, paragraph 7 of the Convention, COP would, at its third session, receive a report from the Global Mechanism and review its policies, operational modalities and activities. COP 3 will also be required to consider and approve the programme budget for the biennium 2000/2001.

10. For its part, the Committee on Science and Technology (CST) shall meet "in conjunction with the ordinary sessions of the Conference of the Parties" (article 24 of the Convention). Pursuant to INCD decision 10/11, a draft annotated agenda for the first session of the Committee has been prepared and is contained in document ICCD/COP(1)/CST/1. It can be assumed that the overriding priority for the CST will be to provide the COP information and advice on scientific and technological matters relating to combatting desertification and mitigating the effects of drought. In addition, the CST will need to oversee the maintenance of the roster of experts and the establishment of ad hoc panels needed to facilitate its work.

(2) Budgetary requirements:

Core budget

11. It is assumed that COP 3 and the CST will meet for a total of two consecutive weeks in 1999. The allocation of meetings during this period between the COP and the CST will need to be decided at a later stage in the light of the programme of work of each organ. Provision, therefore, will be required for two weeks of meeting services, allowing for two simultaneous meetings at any time during those two weeks (that is, twenty meetings per week, or forty meetings over the two-week period). Furthermore, provision will need to be made for the translation, processing and distribution of an estimated 500 pages of pre-session, in-session and post-session documentation. The full cost of related requirements in Geneva, comprising translation, interpretation, meeting and documents services, can be estimated at USD 937,800. Additional expenditures amounting to USD 61,000 are estimated in respect of temporary assistance for meetings (USD 16,000); overtime for conference servicing staff (USD 5,000); hospitality (USD 10,000 for official functions); and general operating expenses to cover the costs of communications (USD 6,000) and rental of computers and other office equipment (USD 24,000). Total core expenditures are thus estimated at USD 998,800.

Special Fund

12. It is expected that the participation in COP 3 of representatives of affected developing country Parties will be covered by the Special Fund envisaged in rule 10 of the proposed financial rules. On the basis of experience to date, related expenditures for 1999 can be estimated at USD 550,000.

Summary

13. In summary, therefore, total requirements for 1999 for this programme can be estimated at USD 1,548,800 of which USD 998,800 would be a charge to the core budget and the remaining USD 550,000 would be met from resources of the Special Fund.

B. *EXECUTIVE DIRECTION AND MANAGEMENT*

(Legislative basis: CCD article 23)

Summary of requirements for the programme
(USD '000)

Object of expenditure	*Core budget*	*Supplementary Fund*	*Total*
Staff costs	*746.4*		*746.4*
Other personnel related costs	*19.0*	-	*19.0*
Consultants	*66.0*	-	*66.0*
Travel of staff	*110.0*	-	*110.0*
Hospitality	*4.0*	-	*4.0*
Total	**945.4**	-	**945.4**

Summary of staff requirements for the programme

	Core budget	*Supplementary Fund*	*Total*
A. Professional category and above			
Head	*1*	-	*1*
D-2	*1*	-	*1*
P-4	*1*	-	*1*
Sub-total A	**3**	-	**3**
B. General Service Category	**2**	-	**2**
Total (A + B)	**5**	-	**5**

(1) Programme of work

14. The Head of the Permanent Secretariat will provide overall direction and coordination to the Secretariat, and support and advice to the COP and its subsidiary bodies. The Head will be accountable directly to the COP for the implementation of its policies and programmes of work and for the use of monies contributed by the Parties.

(2) Budgetary requirements

Core budget

15. As regards staffing, the Head would be assisted by a Deputy at the D-2 level; the office would comprise, in addition, a Special Assistant at the P-4 level and two General Service posts. The comparable current establishment also includes five posts (D-2, D-1 and three GS); one GS post is funded from the trust fund, and the other four posts by the regular budget of the United Nations. Related requirements for 1999, to be met from the core budget, are estimated at USD 746,400.

16. In addition, core budget requirements amounting to USD 199,000 are expected to arise in respect of general temporary assistance (USD 16,000 for 4 work/months of General Service staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 3,000); consultancies for expert services (USD 66,000 for 6 work/months including travel); travel of staff for consultative missions with administrative services of the United Nations Headquarters, with government authorities, intergovernmental bodies and non-governmental organisations (NGOs) on issues related to the Convention and for participation in activities of specialized agencies and UN programmes concerned with issues relating to the CCD (USD 110,000); and for hospitality (USD 4,000) tendered in the official interest of the CCD to members of delegations, Governments or NGOs, and officials of intergovernmental organizations.

Supplementary Fund

17. No expenditures are expected to arise in this programme under this heading.

Summary

18. Expenditures in 1999 for this programme are thus estimated at USD 945,400 to be met from the core budget.

C. SUBSTANTIVE SUPPORT TO THE COP AND ITS SUBSIDIARY BODIES

(Legislative basis: CCD article 23 (2) (a) as related to articles 22, 21 and 24)

Summary of requirements for the programme
(USD '000)

Object of expenditure	*Core*	*Supplementary Fund*	*Total*
Staff costs	*758.2*	-	*758.2*
Other personnel related costs	*43.1*	-	*43.1*
Consultants	*66.0*	-	*66.0*
Travel of staff	*260.0*	-	*260.0*
Total	**1,127.3**	-	**1,127.3**

Summary of staff requirements for the programme

	Core budget	*Supplementary Fund*	*Total*
A. Professional category and above			
D-1	*1*	-	*1*
P-5	*2*	-	*2*
P-4	*1*	-	*1*
Sub-total A	**4**	-	**4**
B. General Service Category	**1**	-	**1**
Total (A + B)	**5**	-	**5**

(1) Programme of work

19. In order to assist the COP and its subsidiary bodies in an effective manner, it is proposed that the Permanent Secretariat include a unit which would:

(a) provide organizational support for the meetings of policy-making organs of the Convention, including responsibility for document preparation and control;

(b) provide substantive support to the work programmes and sessions of the Committee on Science and Technology, including such ad hoc panels as may be established;

(c) represent the Secretariat vis-à-vis, and interact with, the organization hosting the Global Mechanism;

(d) more generally, provide support to the Conference of the Parties in respect of the latter's functions under article 21 of the Convention; and

(e) provide to the Head of the Secretariat such legal advice as may be required.

20. As regards the organization of meetings and the preparation and control of documents, the Permanent Secretariat will make arrangements for, and provide services and documentation to, the meetings of the COP and its subsidiary bodies, and will compile and transmit reports submitted to it by Parties and organizations. The Permanent Secretariat will prepare draft annotated agendas and programmes of work for both the COP and the CST.

21. As regards support to the CST, the work programme of the CST, referred to in paragraph 10 above and to be decided by COP 1, evidently will condition and guide the related work of the Secretariat. In broad terms, the Secretariat shall:

(a) act as such during meetings of the CST, and provide necessary meetings service to the CST and to such ad hoc panels as may be established by the COP;

(b) prepare such studies and reports as may be requested by the CST;

(c) supervise any intersessional work in support of the CST;

(d) maintain and update the roster of independent experts approved by COP on the recommendation of CST; and

(e) assist the CST in its linkage with the scientific community, and maintain related contacts with relevant governmental and intergovernmental institutions of both national and international scope.

22. Possible decisions to be taken by COP 1, on the recommendation of CST, to establish ad hoc panels will no doubt bear upon the work programme of the Secretariat. Thus, under article 25 of the Convention, the CST shall, under the supervision of the COP, provide for the undertaking of a survey and evaluation of relevant existing networks, institutions, agencies and bodies willing to become units of a network to support implementation of the Convention. It is anticipated that the first session of the Conference of the Parties will commission an organization or organizations, in accordance with the recommendation contained in INCD decision 10/10, to carry out such a survey and evaluation and to report to the second session of the COP; the conduct of the work will be coordinated by the Secretariat. The COP may request a group of experts, possibly meeting in the form of an ad hoc panel, to review the survey and make recommendations to the COP leading to decisions on any subsequent phases of the survey, which may eventually need to be reflected in the budget for 1999.

23. Another important part of the work programme in 1999 in the substantive area will likely concern benchmarks and indicators; the INCD has entrusted the Secretariat with establishing and continuing an informal open-ended consultative process on this subject (INCD decisions 9/12 and 10/9). Further possible subjects to be entrusted to ad hoc panels could be the development of a methodology to establish an inventory of relevant research which could facilitate the setting up of research priorities on a global and regional basis, and inventories of traditional knowledge.

24. The draft terms of reference of the CST provide (INCD decision 9/10, paragraph 7) that "The Committee shall adopt a programme of work, which should include estimates regarding its financial implications. The programme of work shall be subject to approval by the Conference of the Parties." In the light of this provision, the Secretariat will, as required, assist the CST in the preparation of the financial estimates of its decisions. Pending, however, specific decisions on this matter, no budgetary provision is made in this document for possible meetings and work of ad hoc panels or expert groups. In accordance with normal budgetary processes, such estimates, when approved by the COP, shall be incorporated into the final approved budget.

25. As concerns assistance to the CST in its liaison with the scientific community (paragraphs 10 and 11 of the draft terms of reference of the CST), the Secretariat could provide support by assembling and providing to the CST an inventory of the services and information provided by relevant national, international, intergovernmental and non-governmental organizations, and also by maintaining the roster of experts.

26. Finally, the requirement for legal advice will arise from the variety of national and international instruments in the context of which the Secretariat will be called upon to cooperate; from the need to administer the headquarters agreement to be concluded with the Government of the country hosting the Secretariat, as well as the arrangements deriving from the institutional linkage with the United Nations; from the need to draw up agreements with the Governments hosting meetings of the COP; and from issues regarding procedures for the resolution of questions regarding implementation (CCD article 27) and from conciliation procedures for the settlement of disputes (CCD article 28).

(2) Budgetary requirements:

Core budget

27. It is proposed that the Secretariat unit established under this programme be headed by an officer at the D-1 level and comprise three other Professional (two P-5 and one P-4) and one General Service post. Two Professional and the General Service post would provide support to the CST, and also such legal advice as may be required, while the remaining Professional post would work on Global Mechanism matters and in support of COP activities under Convention article 21. The comparable current establishment comprises four posts (two P-5, one P-3 and one General Service). Related core budget requirements for 1999 are estimated at USD 758,200.

28. In addition, core budget requirements amounting to USD 369,100 are expected to arise in 1999 in respect of general temporary assistance (USD 41,600 for 2 work/months of General Service staff and 4 work/months of Professional staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 1,500); consultancies for drafting specialized documents for the COP (USD 66,000 for 6 work/months including travel); travel of staff required for the substantive servicing of the COP (USD 190,000); and other travel of programme staff, *inter alia* to attend meetings of scientific bodies on issues of interest to the CST (USD 70,000).

Supplementary Fund

29. No expenditures for this programme are projected under this heading.

Summary

30. Expenditures in 1999 for this programme are thus estimated at USD 1,127,300 to be met from the core budget.

D. FACILITATION OF IMPLEMENTATION AND COORDINATION

(Legislative basis: CCD articles 23 (2) (b) and (c); 26 (1), 26 (6) and 26 (7); 22 (2) (a) and (b); Regional implementation annexes for Africa (article 18 (4)), Asia (article 8 (3)); and Latin American and the Caribbean (article 7 (2)); Northern Mediterranean (article 3); INCD decision 9/9)

Summary of requirements for the programme
(USD '000)

Object of expenditure	*Core*	*Supplementary Fund*	*Total*
Staff costs	*1,748.8*	*391.6*	*2,140.4*
Other personnel related costs	*62.4*	-	*62.4*
Consultants	*44.0*	*590.0*	*634.0*
Travel of participants and representatives	-	*1,470.0*	*1,470.0*
Travel of staff	*150.0*	*517.0*	*667.0*
Contractual services	-	*85.0*	*85.0*
Grants	-	*3,985.0*	*3,985.0*
Total	**2,005.2**	**7,038.6**	**9,043.8**

Summary of staff requirements for the programme

	Core budget	*Supplementary Fund*	*Total*
A. Professional category and above			
D-1	*1*	-	*1*
P-5	*3*	-	*3*
P-4	*3*	-	*3*
P-3	*2*	-	*2*
P-2/P-1	-	*4*	*4*
Sub-total A	**9**	**4**	**13**
B. General Service Category	**4**	-	**4**
Total (A + B)	**13**	**4**	**17**

(1) Programme of work

31. The general objectives of this programme are:

(a) to assist the COP in its review of the implementation of the Convention;

(b) to promote international cooperation in the implementation of the Convention; and

(c) to assist affected developing country Parties, upon request, in meeting their obligations as set out in the Convention.

32. In respect of (a) above, and consistent with INCD decision 9/9 (paragraphs 16-19), the Secretariat will, beginning with the third session of the COP, receive and compile the summaries of reports provided by Parties and relevant organizations under the Convention; and will, on that basis, prepare syntheses of the reports, setting out the trends emerging in the implementation of the Convention. A report shall also be prepared summarizing the conclusions of the review process.

33. In respect of paragraph 31 (b) and (c) above, the Secretariat will facilitate assistance, on request, to affected developing country Parties, particularly affected African country Parties, in compiling and communicating information. The Secretariat will also facilitate, as provided in the relevant regional implementation annexes, the promotion of an enabling environment, as well as the convocation of consultative and coordination processes at the national, subregional and regional levels, and will develop and maintain data bases of focal points related to the above activities.

34. Although the description which follows will be structured along regional lines, some introductory points are generally valid in regard to all four regions.

35. The Interim Secretariat has acquired since 1994 considerable experience about, and a fairly large data base on, activities leading to the preparation of action programmes at the national, subregional and regional levels. Thus in Africa, for example, the Secretariat has over this period provided financial and/or technical support to some thirty affected countries and to four subregions. In this as in other regions, support has included assistance given to mount public awareness campaigns; to improve the institutional framework, including the establishment of focal points and of national, subregional and regional coordination structures; to promote the exchange of experience; and

in general, to encourage the participatory and consultative process in the elaboration of action programmes.

36. It is reasonable to assume that support, as described in the above paragraph, will continue to be provided, all the more so since there still is wide disparity between countries and regions as regards the degree to which they have progressed in awareness raising, capacity building and the elaboration of action programmes. To the extent that such action programmes have already been elaborated, assistance may need to be provided to the related feedback and evaluation process. It is also clear that greater emphasis will gradually be placed on preparing and drafting implementation reports, and on related follow-up action.

37. Support thus provided by the Secretariat is always rendered at the request of affected Parties and organizations, as provided by CCD articles 23 (2) and 26 (7), and by the Regional Implementation annexes. Thus, the role of the Secretariat is limited to providing support, in as flexible and responsive a manner as possible, to activities initiated or undertaken by the requesting Parties. In so doing, the Secretariat will continue, to the maximum extent possible, to work in close contact and partnership with other concerned intergovernmental, governmental and non-governmental organizations.

38. In the light of the above, specific tasks of the Secretariat under this programme will continue to be focused on the provision of support, on request, in respect of:

(a) awareness raising at the decision-making and local levels,

(b) the strengthening of the institutional framework at the national, subregional and regional levels,

(c) the consultative and coordination processes leading to the elaboration of action programmes,

(d) the elaboration of action programmes with clearly defined objectives and, to the extent possible, supported by partnership agreements, and

(e) the compilation and communication of information required under the Convention, including implementation reports.

39. It is evidently not possible to predict, two years in advance, specific requests for support to be received from affected Parties. Thus, it should be clear that the activities for 1999 financed from the Supplementary Fund and listed below in respect of each of the regions or on an interregional basis, and their translation into financial terms, are necessarily tentative and are provided ad exemplum, on the basis of previous experience. A more definite outline will be provided to the COP at its second session.

Interregional

40. In addition to, and in order to strengthen, the activities described below for each of the four main geographical regions, it will be necessary to ensure overall coordination between those regions on CCD matters, and to provide policy guidance and necessary monitoring and evaluation.

41. As regards specific activities at the interregional level, it is likely that joint interregional requests could emerge in terms of financial support to meetings of representatives of Parties and of expert groups to promote interregional cooperation. Thus, at the global level, support could be provided to permit the participation of a small number of representatives of developing countries in a meeting, or meetings, of Parties, to monitor the global progress of the consultative process. Support might also be provided for a meeting of national focal points to review the reporting, coordinating, consultative and monitoring functions of the Convention process. Finally, the possibility has been raised of conducting two workshops on the topics, respectively, of options for private sector involvement in combatting desertification and relationships

between climate change, biodiversity and desertification. The cost of these activities could be estimated at USD 410,000 including USD 40,000 in consultancies, USD 20,000 for travel of staff, USD 20,000 for external interpretation, USD 50,000 in grants and USD 280,000 for travel of participants.

Africa

42. At the *national* level, requests can be anticipated in respect of facilitating:

(a) awareness raising activities to enable the launching of consultative processes and other national activities involving the local populations, national stakeholders and relevant partners (the cost for five meetings can be estimated at USD 75,000 including USD 50,000 in grants and USD 25,000 for travel of staff);

(b) capacity building: strengthening of national structures, development of training programmes for focal points and project managers, and review of the existing legal and budgetary framework (this support would be provided in terms of funds for the recruitment of national consultants, for the travel abroad of experts and for grants to organize and conduct workshops. Related outlays are estimated at USD 440,000 including USD 60,000 for consultancies, USD 50,000 for travel of participants and USD 330,000 in grants);

(c) grassroots and specialized NGO support to action programmes: conceptual design and editing of teaching materials; training courses; field visits and information-sharing, at an estimated cost for grants of USD 110,000;

(d) information support: assistance to affected countries in compiling and communicating information on issues relating to the combat against desertification, and to the implementation of the Convention; facilitating the development of mechanisms for the collection and exchange of data; promoting the networking of CCD focal points and related partners, at an estimated outlay of USD 100,000 in grants; and

(e) research programme support: assistance in the organization and convening of workshops on specific national research needs; setting up inventories of relevant national technical and research expertise; promoting the exchange of relevant research data between concerned national public, private, governmental and intergovernmental organizations; facilitating electronic networking of concerned academic and other institutions (related costs can be estimated at USD 100,000 including USD 90,000 in grants and USD 10,000 for consultancies).

43. At the *subregional* level, it should be recalled that a number of subregional organizations (Permanent Interstate Committee for Drought Control in the Sahel, Intergovernmental Authority and Development, Southern African Development Community, Union du Maghreb Arabe) have undertaken, in collaboration with the Secretariat, a number of significant activities towards the formulation of subregional action programmes. Future activities at the subregional level could be expected to include support towards:

(a) facilitation of the consultative process, leading to partnership agreements, through subregional consultation involving all relevant partners, at an estimated cost of USD 340,000, covering travel of participants (USD 250,000) and of staff (USD 40,000), and external translation and interpretation (USD 50,000);

(b) organization of awareness campaigns targeting relevant decision-makers and partners such as intergovernmental organizations and media, and the preparation of awareness raising material, involving the provision of grants (USD 150,000);

(c) design of training programmes for task forces in the subregional organizations (USD 70,000 for consultancies and USD 40,000 in grants for a total of USD 110,000);

(d) promotion of synergy between national and subregional action programmes, in the light of transboundary planning (USD 60,000 in grants, USD 20,000 for travel of staff and USD 20,000 for consultancies for a total of USD 100,000);

(e) promotion of inter- or intra-regional cooperation through the initiation of integrated rural pilot projects (USD 100,000 in grants);

(f) establishment of a sustainable institutional networking related to the combat against desertification, at an estimated outlay in grants of USD 200,000;

(g) organization and convening of subregional meetings for each of the multidisciplinary scientific and technical consultative committees for the subregional organizations (USD 110,000 comprising USD 80,000 for the travel of participants, USD 10,000 for the travel of staff and USD 20,000 in grants);

(h) organization and convening of subregional workshops and seminars on specific subjects such as the role of women, the involvement of the private sector and the role of academic institutions, and subregional facilitation funds (USD 100,000 for travel of participants, USD 10,000 for travel of staff and USD 10,000 in grants for a total of USD 120,000);

(i) review and analysis of communications on the progress achieved by subregional organizations (USD 50,000 for consultancies); and

(j) participation of NGO representatives at intergovernmental subregional meetings, and the strengthening of NGO capacity to contribute to the subregional process (USD 300,000 comprising USD 80,000 for travel of NGO participants, USD 20,000 for travel of staff and USD 200,000 in grants).

44. At the *regional* level and with a view to develop the regional action programme process, the Secretariat could be expected to assist African partners through:

(a) facilitation of the consultative process at the regional level, with the involvement of intergovernmental organisations, NGOs, major cooperating partners and the private sector (USD 40,000 for the travel of participants and USD 10,000 for travel of staff for a total of USD 50,000);

(b) support to the formulation and follow-up of the implementation of the Regional Action Programme in Africa (USD 200,000 in grants);

(c) assistance to organize a meeting of experts of various international institutions to promote harmonization at the regional level (USD 75,000 for travel of participants and USD 15,000 for travel of staff for a total of USD 90,000);

(d) facilitation, through the regional coordination unit, of access to information on appropriate technologies, know-how and experience; the elaboration of an information system on CCD activities; and the organization of a regional meeting to identify priority regional projects (USD 150,000 in grants);

(e) facilitation, in close collaboration with other concerned organizations, of the preparation of thematic studies and of policy dialogue meetings on issues linked to implementation (USD 40,000 for consultancies, USD 20,000 for travel of participants and USD 5,000 for travel of staff for a total of USD 65,000);

(f) support to the review and analysis of communications received on the progress achieved at the regional level in Africa in implementing the Convention, and to the publication of an activity report from Africa (USD 30,000 for consultancies and USD 20,000 in grants for a total of USD 50,000); and

(g) support to NGO participation at intergovernmental meetings, and strengthening NGO capacity to contribute to the regional process (USD 35,000 for travel of NGO representatives, USD 5,000 for travel of staff and USD 100,000 in grants, for a total of USD 140,000).

Asia

45. At the *national* level, it is anticipated that requests for assistance could emerge under the following headings:

(a) provision of substantive support to, and financing participation in, national awareness seminars in approximately ten countries (USD 110,000 in grants and USD 60,000 for travel of staff, or a total of USD 170,000);

(b) design and implementation of four pilot projects for capacity building, possibly leading to partnership arrangements (USD 470,000, comprising USD 440,000 in grants and USD 30,000 for a consultancy to assist in the evaluation of the exercise);

(c) development of a training module, at an estimated cost of USD 30,000 for consultancies, and support to the holding of a training workshop (USD 90,000 for travel of participants and USD 15,000 for travel of staff);

(d) setting up of a model for information support to national action programmes through the establishment of a database and data collection system (USD 30,000 for consultancies);

(e) translation of the CCD into three local languages (USD 15,000 for external translation); and

(f) NGO support: encouraging the participation of NGOs in Convention activities at the national level through facilitating the holding of NGO forums; supporting the institutional capacity of NGOs to contribute to national action programmes; financing an NGO pilot project to enhance the role of women and youth in the implementation of the Convention, and to demonstrate step-by-step action in a consultative process leading from input at the local level to incorporation in the national action programme; and preparing local language material for use by NGOs on the world day to combat desertification (USD 200,000 in grants).

46. At the *subregional* level, in the light of experience it can be anticipated that requests for assistance might emerge for:

(a) provision of substantive and financial support for two meetings of experts to develop a framework of subregional and interregional cooperation between countries at an estimated total cost of USD 120,000 (USD 100,000 in grants, USD 10,000 for consultancies and USD 10,000 for travel of staff); and

(b) provision of support to NGOs with the objective of enhancing and coordinating NGO capacity to assist in the implementation of the CCD, by replicating success stories and raising awareness in areas of particular concern to NGOs, such as indigenous knowledge, local appropriate technologies and enhancing the role of women (USD 20,000 in grants and USD 21,000 for travel of staff for a total of USD 41,000).

47. At the *regional* level, requests for support might entail:

(a) provision of substantive and financial support to an expert group/consultative meeting on the regional action programme for Asia (USD 40,000 for consultancies, USD 15,000 for travel of staff and USD 150,000 in grants for a total of USD 205,000, as well as support to NGO participation at an estimated cost of USD 30,000 for travel of NGO representatives);

(b) support to NGOs through a project with objectives similar to those outlined at the subregional level in paragraph 46 (b) above (USD 41,000), including USD 20,000 in grants and USD 21,000 for travel of staff); and

(c) support to a meeting of selected national focal points in Asia (USD 70,000, including USD 50,000 for travel of participants ad USD 20,000 for travel of staff).

Latin America and the Caribbean

48. At the *national* level, it is anticipated that support would continue to be provided for:

(a) preparation and holding of five awareness raising workshops (USD 100,000 including USD 50,000 in grants and USD 50,000 in travel of staff);

(b) drafting of the national action programmes in five countries (USD 50,000 in consultancies);

(c) capacity building in five countries, at an estimated cost of USD 100,000 in grants; and

(d) NGO participation in the consultative process and the strengthening of the capacity of NGOs along the same lines as those described in paragraph 45 (f) in respect of Asia (USD 65,000 in grants).

49. At the *subregional* level, it is envisaged that support would continue to be provided to:

(a) organization and holding of three subregional workshops, at an estimated total cost of USD 220,000, including USD 130,000 in grants, USD 65,000 for travel of participants and USD 25,000 for travel of staff;

(b) NGO participation in the above, at an estimated cost of USD 55,000 including USD 40,000 for travel of NGO representatives and USD 15,000 for travel of staff; and

(c) strengthening of the capacity of NGOs to participate in the subregional process (USD 120,000 in grants).

50. At the *regional* level, it can be anticipated that:

(a) support will be provided to the Fifth Regional meeting of Latin American and Caribbean Countries, involving an outlay of USD 165,000 (USD 100,000 in grants, USD 40,000 for travel of participants and USD 25,000 for travel of staff);

(b) support would further be provided to two regional workshops, with interagency participation, to set out the framework of future reports on implementation, at a total cost of USD 180,000 comprising grants (USD 100,000), travel of participants (USD 60,000) and travel of staff (USD 20,000);

(c) NGO participation in the above meetings would be supported, at an estimated cost of USD 35,000 for travel of NGO representatives;

(d) a regional coordinating unit will have been established in 1998 and will require support in 1999, in the form of grants in an amount of USD 100,000; and

(e) grants in the amount of USD 50,000 would be provided to strengthen the capacity of NGOs to participate in the regional process.

Northern Mediterranean

51. In the light of article 9 of the applicable Annex, support to activities in this region does not include financial assistance to Parties. Substantive support will, however, be provided on request. One such example of substantive support can be envisaged in terms of preparatory activities to structure cooperation between neighbouring countries, involving some USD 20,000 in consultancies.

52. At the *national* level, support can be envisaged in terms of support to NGOs and awareness raising and information campaigns. Thus, in line with paragraph 65 below, an objective would be to raise awareness and generate interest through the sensitization of the public at large. Specific support could be provided through the holding of two NGO forums which would promote the institutional capacity of two NGOs to contribute to national action programmes; through a pilot project to enhance the role of women and youth; through a further pilot project to demonstrate step-by-step action leading from local-level input to its incorporation in a national action programme; and through assistance in the preparation of local language materials for the world day to combat desertification (USD 60,000 in grants).

53. At the *subregional* level, assistance can be envisaged to support the holding of two NGO meetings and to provide two grants to NGOs in a project designed to replicate success stories and to raise awareness, particularly in areas of special NGO concern such as indigenous knowledge, local technologies and the enhancement of the role of women (USD 20,000 in grants, USD 20,000 for travel of NGO representatives and USD 5,000 for travel of staff, for a total of USD 45,000).

54. At the *regional* level, further assistance can be envisaged in terms of sponsoring the participation of NGO representatives in selected events and strengthening their capacity to participate in the regional process (USD 30,000 for travel of NGO representatives, USD 5,000 for travel of staff and USD 10,000 in grants, for a total of USD 45,000).

Other countries

55. This heading covers affected countries in Europe which fall under none of the Regional Annexes but have expressed an interest in combatting desertification within the scope of the CCD. Activities would include:

(a) support to the process of preparation of national action programmes (USD 17,000 including USD 10,000 for consultancies and USD 7,000 for staff travel);

(b) financing of national awareness seminars in five countries (USD 73,000 comprising USD 60,000 in grants and USD 13,000 for travel of staff); and

(c) facilitation of the consultative process and transboundary cooperation among interested countries, including the holding of an expert forum (USD 60,000 comprising USD 10,000 for consultancies, USD 40,000 for travel of experts and USD 10,000 for travel of staff).

(2) Budgetary requirements

Core budget

56. In the light of the pattern of regional implementation embodied in the Convention, it is proposed that this unit be headed by an officer at the D-1 level and have four regional components, respectively for Africa (P-5, P-4, two P-3), Asia (P-5, P-4,) Latin America and the Caribbean (P-5) and the Northern Mediterranean (P-4). The unit would also comprise four General Service posts. Total requirements for 1999 would amount, therefore, to 13 posts (one D-1, three P-5, three P-4, two P-3 and four General Service posts). Current comparable staffing comprises eight posts (three P-5, one P-4, one P-2 and three GS), of which only two (one P-5 and one P-4) are funded from the regular UN budget. Core budget requirements for the thirteen posts proposed for 1999 amount to USD 1,748,[illegible]00.

57. In addition, core budget requirements amounting to USD 256,400 are expected to arise in 1999 in respect of general temporary assistance (USD 56,400 for 6 work/months of General Service staff and 6 work/months of Professional staff) required for peak workload periods and for replacement of staff on sick or maternity leave; overtime for General Service staff arising from the sessions of the COP (USD 6,000); consultancies to assist in the preparation of draft national, subregional and regional action programmes (USD 44,000 for 4 work/months including travel); and travel of staff to the headquarters and regional offices of concerned IGOs for consultations and coordination (USD 150,000).

Supplementary Fund

58. Based on current experience, it appears more than likely that staff, in addition to the core proposed in paragraph 56 above, will be required under this programme to assist in the development, monitoring and evaluation of support provided at the request of affected Parties. An amount of USD 391,600 is therefore proposed to cover the costs of four P-2 posts for this purpose. The Secretariat would endeavour to obtain earmarked contributions to meet the related costs.

59. In addition, the activities outlined in paragraphs 41 to 55 above can give rise to requirements estimated at USD 410,000 in regard to interregional activities, USD 3,150,000 for Africa, USD 1,527,000 for Asia, USD 1,240,000 for Latin America and the Caribbean, USD 170,000 for the northern Mediterranean and USD 150,000 for other countries, or a total of USD 6,647,000 (USD 3,985,000 in grants, USD 1,470,000 for travel of participants, USD 517,000 for travel of staff, USD 590,000 for consultancies and USD 85,000 for external translation and interpretation). As stated in paragraph 39 above, the activities enumerated, and their financial costs, are necessarily tentative at this stage. A more precise programme for 1999 will be submitted to the COP at its second session.

Summary

60. In summary, therefore, requirements under this programme for 1999 are estimated at this stage at USD 9,043,800, of which USD 2,005,200 under the core budget and the remaining USD 7,038,600 from the Supplementary Fund. The latter is, however, tentative at this stage and will be further refined for submission to COP 2.

E. EXTERNAL RELATIONS

(Legislative basis: CCD articles 23 (2) (d), 22 (2) (h) and (i), and 19 (1) (a))

Summary of requirements for the programme
(USD '000)

Object of expenditure	Core	Supplementary Fund	Total
Staff costs	462.9	216.7	679.6
Other personnel related costs	18.8	-	18.8
Consultants	30.0	39.0	69.0
Travel of participants and representatives	-	400.0	400.0
Travel of staff	60.0	30.0	90.0
Contractual services	-	268.0	268.0
General operating expenses	6.0	-	6.0
Supplies and materials	5.0	5.0	10.0
Grants	-	180.0	180.0
Total	**582.7**	**1,138.7**	**1,721.4**

Summary of staff requirements for the programme

	Core budget	Supplementary Fund	Total
A. Professional category and above			
P-4	1	-	1
P-3	1	1	2
P-2/P-1	1	-	1
Sub-total A	**3**	**1**	**4**
B. General Service Category	**1**	**1**	**2**
Total (A + B)	**4**	**2**	**6**

(1) Programme of work

61. The objectives of this programme are to:

(a) ensure necessary coordination with the secretariats of other relevant bodies, including, in particular, the Food and Agriculture Organization of the United Nations (FAO), the International Fund for Agricultural Development (IFAD), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the World Meteorological Organization (WMO), the World Bank and regional development banks, the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), the Global Environment Facility (GEF) and the Conventions on Biological Diversity (CBD) and Climate Change (UNFCCC);

(b) ensure liaison and coordination with the authorities of the host country and permanent missions, including provision of periodic briefings for the permanent missions;

(c) assist Parties on request, as well as non-governmental organizations, in promoting public awareness of the basis and objectives of the Convention, and, to this end, to prepare and disseminate to governmental and non-governmental institutions relevant public information material and to act as a focal point for relations with, and support to the activities of, non-governmental organizations, especially in the fields of implementation of public awareness; and

(d) establish and maintain a multi-media reference library to contain major relevant official documents and publications relating to desertification and sustainable development.

62. As regards *interagency coordination*, the main task shall be to promote efficient working arrangements with the organizations concerned, including at the country level. The Secretariat will also promote and strengthen the relationship with the secretariats of other relevant Conventions, international financial institutions and other intergovernmental organizations, while avoiding duplication of efforts. The Secretariat will need to obtain and channel extensive inputs from relevant partner institutions. Any coordination mechanism established for this purpose will be conceived in such a manner that it does not constitute an additional bureaucratic layer. The objective would be to obtain as much necessary information as possible through the normal statutory reporting of the relevant agencies, and by attending and following up the meetings of their governing bodies. Additionally, a flexible ad hoc coordination mechanism, comprising representatives of the Secretariats and relevant organizations, in particular FAO, IFAD, UNESCO, WMO, UNDP, UNEP and the Conventions on Biological Diversity and on Climate Change, could be convened as required in order to:

(a) facilitate the exchange of information and experience;

(b) explore the possibilities of recommending procedures, to the extent desirable and practicable, for harmonizing possible contractual cooperation agreements; and

(c) coordinate the respective programmes of work within the context of action programmes.

63. The staff costs for this activity are included in the overall staffing proposals in paragraph 70 below. Other than staff costs, core requirements for 1999 include an amount of USD 60,000 for travel of staff to enable attendance at relevant meetings of the United Nations and other international and intergovernmental organizations and at ad hoc consultations. In addition, a two-month consultancy, at an estimated cost of USD 12,000, will be required to assist in compiling information received and preparing assessment reports to be used as inputs by other units of the Secretariat.

64. As regards *coordination with non-governmental organizations*, the participation of non-governmental organizations in the implementation of the Convention and their contribution, as observers, to the meetings of the Parties is a necessary component of the successful implementation of the Convention. In order to facilitate the effective participation of the NGO community at all levels and in all areas of implementation of the Convention and on the basis of experience, the following activities are envisaged:

(a) encouraging the accreditation of NGOs with the objective of publicizing the activities of the Convention and of encouraging the widest possible participation of relevant NGOs in the work of the COP and the implementation of the CCD at the local, national, subregional, regional and global levels;

(b) providing support to, and coordinating, NGO participation at the COP: to this end, and in order to facilitate an effective and representative participation from the non-governmental community in the work of the COP and its subsidiary bodies, the Secretariat will continue to coordinate sponsorship for NGO participants, and to facilitate an NGO preparatory pre-COP meeting. Related costs for 1999 in regard to COP 3 are estimated at USD 200,000 on the basis of previous experience; such costs would be covered by the Supplementary Fund proposed in rule 9 of the draft financial rules;

(c) providing support to NGOs in the elaboration of programmes at the national, subregional and regional levels, with a view to facilitating, supporting and enhancing the capacity of NGOs to participate as stake-holders and equal partners in the implementation of the Convention at the regional level. The unit will act as focal point in providing this support, in close and continued contact with the relevant NGOs. The specific activities proposed are described and costed under each of the regional subprogrammes of programme (d), facilitation of implementation and coordination;

(d) providing support to NGOs at the interregional level with a view to facilitating the exchange and establishment of North/South and South/South partnerships, and the implementation of NGO initiatives in issue areas covered by the Convention and its subsidiary bodies: to this end, substantive and financial support would be provided to NGO activities which promote local area development programmes on the basis of participatory methodologies, demonstrating the effective exchange of information, experiences and technologies. It is expected that there could be requests for 2 workshops a year on this subject and that 10 pilot projects a year could be supported; related costs are estimated at USD 150,000 including USD 130,000 in grants, USD 10,000 in consultancies and USD 10,000 in travel of staff. Furthermore, it is proposed to facilitate substantive and financial support to NGO initiatives aimed at contributing information and experience to the subsidiary bodies of the CCD on issue areas such as: enhancing local communities' access to national desertification funds and credit systems; assisting the establishment of local area development programmes; elaborating mechanisms on linking science to communities and communities to science; documenting women's knowledge of drought indicators; and networking. The estimated cost of five grants for this purpose would amount to USD 50,000; and

(e) facilitating NGO capacity to communicate internationally and locally, by supporting the linking up of NGOs to the internet web site of the CCD, by facilitating the translation of the CCD materials into simplified versions in the local languages, and by supporting NGO representation and participation in activities of international and intergovernmental organizations which are relevant to the Convention in order to enhance the participatory approach and theme of equal partnership.

65. As regards *public awareness*, and in support of the objectives set out in CCD article 19, paragraph 3, the Secretariat will continue to facilitate communication with a broad cross-section of Parties involved in combatting desertification, to strengthen its information programme and to initiate new and challenging awareness raising projects. This will include, as a permanent activity, the holding of briefings for governments, missions, agencies, UN bodies and research institutions in order to keep them informed of the activities being undertaken. In addition, specific awareness raising projects are contemplated under the following four major areas:

(a) publications and information dissemination, including the writing, editing, translation, proofreading, design, layout and printing or re-printing of information material: feature stories, short time sensitive new items and opinion pieces, a brief history of the CCD, highlights of major issues (including implementation and follow up), reports of major group activities and information on various other activities which are being undertaken will be prepared. Publications and information will aim to promote and facilitate inter-sectoral and interregional dialogue as well as to build awareness of the problem of desertification. The activities proposed for 1999, and where relevant their estimated cost, include:

(i) CCD information kit comprising an explanatory leaflet, 10 fact sheets, a Convention booklet, a folder and a simplified version of the Convention in 7 languages. Depending on availability of funds, a small number of local language versions would also be produced (USD 156,000);

(ii) Down to Earth, a simplified guide of the Convention (7 languages) to be expanded to include local languages;

(iii) CCD quarterly newsletter in English and French (USD 12,000);

(iv) press releases;

(v) updated ratification lists;

(vi) regional reports (USD 15,000);

(vii) flyers/pamphlets; and

(viii) translation into 6 languages of a youth booklet (USD 10,000).

(b) events designed to raise awareness, generate interest and promote and educate the public at large, including but not limited to the celebration on 17 June of the "World Day to Combat Desertification and Drought": proposed activities for 1999, at an estimated cost of USD 249,000 comprising USD 200,000 for travel of participants, USD 29,000 for consultancies and USD 20,000 for travel of staff, could include some or all of the following:

(i) sports event;

(ii) youth event;

(iii) appointment of an honourary CCD Ambassador on Desertification;

(iv) round table discussions on desertification;

(v) desertification picture exhibition; and

(vi) press seminars.

(c) TV & radio programmes: it is proposed to prepare a video report on desertification designed for TV showing (USD 50,000); and

(d) advertising and promotional activities: these activities would complement the themes of programmed events and could include promotional items to raise the profile of desertification. The collaboration of the private sector in funding these activities will be sought. However, an amount of USD 25,000 is proposed to produce miscellaneous items (pens, pencils, caps, posters) for distribution at relevant events.

66. As regards the proposed *CCD Library*, its objectives are to:

(a) establish a bibliographic system to keep and maintain the information materials received in the CCD Secretariat, such as official documents, books, research papers, journals and periodicals on topics of relevance to CCD and to sustainable development (these will be kept in their original format, printed or electronic, and be made available to the staff, focal points and partners, permanent missions, academic institutions and non-governmental organizations); and

(b) maintain coordinated contact with other libraries and reference centres of United Nations agencies, specialized agencies and relevant organizations in order to acquire and maintain a complete and up-to-date collection of relevant materials for the CCD process.

67. In pursuance of these objectives, the following activities are planned:

(a) designing and maintaining central procedures to collect and store relevant materials acquired by staff or maintained by other partner organizations and specialized agencies, and making that material available to various CCD constituents; and

(b) designing and developing, in close collaboration with other partner organizations, innovative ways of disseminating and collecting bibliographic information.

68. The expected results are:

(a) a functioning library that will allow researchers quickly and accurately to access relevant information either maintained by the Secretariat or its partner organizations; and

(b) a library that would gradually develop an interactive network with other relevant reference centres.

69. Estimated requirements for the maintenance of the proposed library amount to USD 221,700, including USD 216,700 for two posts, a Librarian (P-3) and a Library/Reference Assistant (General Service) and USD 5,000 for subscriptions. This estimate is predicated on the assumption that the host Government will provide necessary computer equipment and furniture.

(2) Budgetary requirements

Core budget

70. It is proposed that the programme would be carried out by an External Relations Unit, to comprise four posts (P-4, P-3, P-2 and GS). Comparable current staffing provides for five posts (P-3, P-2, three GS). Related staffing costs for 1999 are estimated at USD 462,900. As regards external relations, other core budget requirements described in paragraph 63 above amount to USD 72,000 (USD 60,000 for travel and USD 12,000 for consultancies). Requirements in regard to public awareness, in an estimated amount of USD 47,800, are further expected to arise in 1999 in respect of consultancies (USD 18,000 for an editor), temporary assistance (USD 18,800), supplies and materials (USD 5,000) and freight and courier postage (USD 6,000). Total core requirements for 1999 for this programme are, therefore, estimated at USD 582,700.

Supplementary Fund

71. In paragraphs 64, 65 and 69 above, specific projects have been costed, amounting to a total of USD 1,138,700. The distribution of these costs by object of expenditure includes USD 216,700 for two posts in the library; USD 180,000 in respect of grants to NGOs; USD 200,000 for travel of participants; USD 200,000 for travel of NGO representatives to COP 3; USD 30,000 for travel of staff; USD 168,000 for layout, printing and binding; USD 25,000 for external translation; USD 39,000 for consultancies; USD 50,000 for public information visual products; USD 25,000 for advertisement and promotion; and USD 5,000 for subscriptions.

Summary

72. In summary, therefore, requirements for this programme for 1999 are estimated at USD 1,721,400, comprising USD 582,700 under the core budget and USD 1,138,700 to be financed from the Supplementary Fund.

F. ADMINISTRATION AND SYSTEMS SUPPORT

(Legislative basis: CCD articles 23 (2) (e) and 22 (2) (g))

Summary of requirements for the programme
(USD '000)

Object of expenditure	*Core*	*Supplementary Fund*	*Total*
Staff costs	*1,144.3*	-	*1,144.3*
Other personnel related costs	*68.0*	-	*68.0*
Consultants	*41.0*	-	*41.0*
Travel of staff	*25.0*	-	*25.0*
General operating expenses	*245.0*	-	*245.0*
Supplies and materials	*30.0*	-	*30.0*
Acquisition of furniture and equipment	*25.0*	-	*25.0*
Total	**1,578.3**	**-**	**1,578.3**

Summary of staff requirements for the programme

	Core budget	*Supplementary Fund*	*Total*
A. Professional category and above		-	
P-5	*1*	-	*1*
P-4	*2*	-	*2*
P-3	*1*	-	*1*
Sub-total A	**4**	-	**4**
B. General Service Category	**6**	-	**6**
Total (A + B)	**10**	-	**10**

(1) Programme of work

Administration

73. The objective of this programme is to provide adequate and timely personnel, financial, information systems and general services support to the work programme of COP and its Permanent Secretariat.

74. By its decision 10/2, the INCD recommended to COP 1 that it accept the offer of the Secretary-General of the United Nations for the United Nations to provide administrative and support arrangements for the Permanent Secretariat of the Convention. Detailed arrangements to give effect to this decision still need to be worked out between the United Nations Administrative Services and the CCD Secretariat. Nevertheless, bearing in mind the fairly similar case of the Climate Change Secretariat, it is reasonable to assume that the CCD Secretariat would operate within a wide delegation, by the United Nations, of administrative authority whereby, as regards personnel matters, decisions on the recruitment, promotion, transfer and termination of CCD staff would be taken by the Executive Secretary and implemented by the United Nations Department of Administration and Management. As regards financial matters, the budget exercise would fall entirely within the purview of COP and its Secretariat, while the UN would provide accounting services, expenditure control and internal and external audit.

75. Within this framework, the Secretariat would:

(a) prepare and submit biennial programme and budget proposals for review and approval by the COP;

(b) administer and control the budget, once approved, and provide periodic reports thereon to the COP, as well as prepare regular internal reports for management and control purposes to the Head of the Secretariat and unit heads;

(c) administer, control and report on extrabudgetary funds and programmes;

(d) initiate recruitment action of staff, including temporary staff and consultants;

(e) estimate meeting service requirements and ensure provision of those services, in liaison with the host organization;

(f) manage the travel programme;

(g) ensure support to the Secretariat and provide central control in respect of requirements for furniture, equipment, communications and other operating requirements; and

(h) initiate procurement action as required.

Systems support

76. Support will be provided to the CCD computer and telecommunications infrastructure, with a view to:

(a) establishing and maintaining an adequate computer facility and telecommunications system designed to support realistically the information technology requirements of the Secretariat, including information on national, subregional and regional action programmes; and

(b) ensuring that staff receive the necessary training and support in applying information technology tools to enhance their productivity.

77. To this end, it is proposed to:

(a) upgrade, with the financial support of the host Government, the four year old computer and telecommunications system;

(b) strengthen the internal capacity of the Secretariat to collect and process information on its partner institutions and individuals, through the development of internal databases;

(c) enhance, through networking of focal points and partners, the collection, storage and maintenance of information on experts, focal points, institutions and country profiles;

(d) strengthen, through the use of the internet and more traditional means, the capacity of the Secretariat to package and disseminate its information base for its constituents and partners; and

(e) provide continuous training and backup support to staff in the use of newer computer applications.

78. The expected results would be:

(a) a fully operational computer system that can support the Secretariat's various activities and programmes, including organizing global and regional meetings, coordinating substantive programmes and facilitating and responding to information needs of its constituents;

(b) up-to-date information on the Secretariat's various contacts, activities relevant to the CCD, and country profiles; and

(c) a fully computer-literate staff able to use information technology tools to its advantage.

79. Operation of the system will require a systems manager, supported by a systems assistant. It is assumed that required hardware and software, and related furniture, would be provided by the Government hosting the permanent Secretariat.

(2) Budgetary requirements

Core budget

80. It is envisaged that the functions in this programme would be undertaken by a unit headed by a P-5 and comprising, in addition, two P-4, one P-3 and six General Service posts. The current comparable establishment includes six posts (P-5, P-4 and four General Service posts). The P-5 post and three General Service posts are funded by the UN regular budget; the P-4 post and one General Service post are funded by extrabudgetary funds. The ensuing staffing costs are estimated at USD 1,144,300 for 1999.

81. In addition to staffing, provision under the core budget will need to be made for the following items under the central control of the administrative unit:

(a) general temporary assistance (USD 62,000 for 9 work/months of General Service staff and 2 work/months of Professional staff) required to prepare for the overlap of the Administrative Unit due to the relocation of the Secretariat, peak workload periods and replacement of staff on sick or maternity leave; as well as overtime for General Service staff arising from the sessions of the COP (USD 6,000);

(b) travel of staff to liaise with United Nations headquarters for consultations and advice related to the establishment of the Administrative Unit (USD 25,000);

(c) information system support consultancies (USD 41,000 for 6 work/months);

(d) general operating expenses (USD 245,000) including:

(i) rental of photocopy and fax machines and vehicle maintenance (USD 25,000);

(ii) internet subscription (USD 20,000) and communication costs (USD 130,000) comprising cable and telex charges (USD 5,000), long distance calls (USD 100,000), postage (USD 15,000) and pouches (USD 10,000), excluding costs arising directly from sessions of COP;

(iii) insurance, including for claims in respect of service-incurred injury or death (USD 50,000); and

(iv) miscellaneous services such as local freight costs, internal office moves and transport (USD 20,000);

(e) supplies and materials, including photocopying paper, stationery, meeting supplies, and gasoline (USD 30,000);

(f) acquisition of such additional office furniture (desks, chairs, lamps) as may be required (USD 25,000);

(g) acquisition and maintenance of office automation equipment, such as computers, laptops, printers and software. (Estimate is given on the assumption that the host Government will provide necessary computer equipment and related maintenance);

(h) rental and maintenance of office premises, including costs associated with office accommodation (utilities, maintenance and insurance), both in Geneva and in the Secretariat's permanent location (estimate provided at this stage on the assumption that the current and future host Governments will provide necessary office premises and associated maintenance services, including during such overlap as may be required by the timing of the move to the permanent headquarters); and

(i) pro memoria provision for the following two items:

(i) reimbursement of taxes to staff members who may be subject to national taxation in respect of their CCD emoluments; and

(ii) possible moving costs (removal and installation expenses for staff and for office furniture and equipment). (Such costs, the order of magnitude of which could be in the range of USD 500,000 to USD 700,000, will depend on the location finally chosen for the Secretariat, and on the extent of the host Government's contribution towards meeting such costs. Revised estimates will be submitted to the COP at its second session.)

Supplementary Fund

82. No requirements arise in this programme other than core budget funds.

Summary

83. In summary, therefore, activities in 1999 under this programme, all of which would be financed by the core budget, are estimated at USD 1,578,300, comprising USD 1,144,300 in staff costs and USD 434,000 under the objects of expenditure detailed in paragraph 81 above.

G. OTHER EXPENDITURE ITEMS

Overhead

84. Section F of the Secretary-General's offer to provide administrative support to the Permanent Secretariat (A/AC.241/44, as amended by paragraph 4 of A/AC.241/55), reads as follows:

> "...The Secretary-General would request the General Assembly to approve the following arrangements regarding reimbursements: the reimbursement made to the United Nations for administering trust funds would be levied on the basis of actual costs incurred. The level of overhead charges would be determined once the source of administrative support has been decided."

85. Discussions are currently being held with representatives of the United Nations Department of Administration and Management to translate the above statement into more concrete financial terms, especially since the "actual costs incurred" in respect of 1999 would be known only some time in the year 2000, which is the first year of the following financial period. No definite figures can, however, be inserted at present. For the information of the COP, an overhead charge of thirteen per cent, on the basis of core expenditures totalling USD 7,237,700 as proposed, would amount to USD 940,900. Overhead at the same rate on other voluntary funds, tentatively programmed for 1999 at a level of USD 8,727,300, would amount to USD 1,134,500. It is hoped to update this information during the first session of the COP.

Working Capital Reserve

86. Rule 8 of the proposed financial rules provides that:

> "Within the General Fund there shall be maintained a working capital reserve at a level to be determined from time to time by the Conference of the Parties by consensus. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash. Drawdowns from the working capital reserve shall be restored from contributions as soon as possible."

87. The COP will, therefore, need to decide on the level of the working capital reserve. It may, in this regard, wish to note the precedent of the Climate Change Convention, where the level of the working capital reserve has been set provisionally at one month of expected expenditure, to be reviewed in the light of experience.

H. POSSIBLE OFFSETS

88. A number of credits can be anticipated that would reduce the core administrative budget, as follows:

(a) each of the three Governments offering to host the Secretariat has offered a substantial contribution to support the Secretariat. It will be possible to quantify this amount only after a decision has been taken on the physical location of the Secretariat;

(b) as indicated in paragraphs 84-85 above, an overhead charge will need to be paid to the United Nations in respect of administrative support provided to the CCD. It is anticipated, however, that part of this charge will be recovered from the United Nations in the form of provision of staff costs for a number of posts in the administration and systems support unit; this, however, is subject to negotiation and no precise figure can be inserted at this time.

Annex I

Summary of requirements by programme and income for 1999
(USD '000)

Expenditure items	Core budget	Supplementary Fund	Special Fund	Total
Policy-making organs	998.8	-	550.0	1,548.8
Executive Direction & Management	945.4	-	-	945.4
Substantive support to COP	1,127.3	-	-	1,127.3
Facilitation of implementation & coordination	2,005.2	7,038.6	-	9,043.8
External Relations	582.7	1,138.7	-	1,721.4
Administration & systems support	1,578.3	-	-	1,578.3
Sub-total programmes	**7,237.7**	**8,177.3**	**550.0**	**15,965.0**
Overhead	TBD	TBD	TBD	TBD
Global Mechanism	TBD	TBD	TBD	TBD
Work. cap. reserve	TBD	TBD	TBD	TBD
Total expenditure	TBD	TBD	TBD	TBD
Income items	TBD	TBD	TBD	TBD
Contr. from Host Government	TBD	TBD	TBD	TBD
Allotment from overhead	TBD	TBD	TBD	TBD
Total income	TBD	TBD	TBD	TBD
Net total	TBD	TBD	TBD	TBD

Annex II

Summary of staff requirements

	Core budget	Supplementary fund	Total
A. Professional category and above			
Head	*1*	-	*1*
D-2	*1*	-	*1*
D-1	*2*	-	*2*
P-5	*6*	-	*6*
P-4	*8*	-	*8*
P-3	*4*	*1*	*5*
P-2/P-1	*1*	*4*	*5*
Sub-total A	**23**	**5**	**28**
B. General Service Category	**14**	**1**	**15**
Total (A + B)	**37**	**6**	**43**

Annex III

Summary of estimates by object of expenditure
(USD '000)

Object of expenditure	*Core budget*	*Supplementary Fund*	*Special Fund*	Total
Staff costs	*4,860.6*	*608.3*	-	*5,468.9*
Other personnel related costs	*211.3*	-	-	*211.3*
Consultants	*247.0*	*629.0*	-	*876.0*
Travel of staff	*605.0*	*547.0*	-	*1,152.0*
Travel of participants and representatives	-	*1,870.0*	*550.0*	*2,420.0*
Contractual services	-	*353.0*	-	*353.0*
UN meeting services	*937.8*	-	-	*937.8*
Temporary assistance for meetings	*16.0*	-	-	*16.0*
Overtime for UN conference staff	*5.0*	-		*5.0*
General operating expenses	*281.0*	-	-	*281.0*
Hospitality	*14.0*	-	-	*14.0*
Supplies and materials	*35.0*	*5.0*		*40.0*
Acquisition of furniture and equipment	*25.0*	-	-	*25.0*
Grants	-	*4,165.0*	-	*4,165.0*
Total	**7,237.7**	**8,177.3**	**550.0**	**15,965.0**

Annex IV

Proposed Organization Chart for the UNCCD Permanent Secretariat for 1999

Annex IV: Staffing for the UNCCD Permanent Secretariat 1999